

# Overview of New UIIA Billing Payment Process Enhancement

## New Billing Payment Process Enhancement – Effective June 22, 2020

- **Manage Billing Users** – UIIA participants will be able to add specific individuals within their organization to receive notifications related to the annual UIIA service fee.
- **Manage Payment Methods** – Motor Carriers and Equipment Providers will have the ability to setup payment details that will allow future payment of their annual UIIA service fee to be paid automatically. This includes ability to enroll in auto-pay by credit card and also by ACH. This eliminates the possibility of delayed application of payments made by check that are required to go to IANA's lockbox for processing before payment can be applied to the account.
- **Confirmation of Receipt of Payment** – Many times UIIA participants may request receipt for the payments. A new feature will automatically send a paid receipt once payment has been applied to a UIIA participant's account.

# Manage Billing Users

- Click on Manage Billing Users to add/delete individuals within your organization that you would like to receive the annual UIIA invoice and have the ability to update information under Manage Billing Methods under your UIIA account.



The screenshot displays the 'MC Home' page of the UIIA portal. On the left, a navigation menu includes 'Home', 'Motor Carrier', and a search field for SCAC or EP name. Below the search field are links for 'Manage Account Info', 'Add Other Contacts', 'Update EP List', 'Update IA Details', and 'Manage Billing Users', which is highlighted with a red arrow. The main content area shows contact information for 'Sasko Intermodal Trucking', including John Smith's phone numbers and email address, and Debbie Sasko's email address and address. A 'View All Equipment Providers' link is located at the bottom of the main content area.

**Note: The main UIIA contact will also continue to receive notice of the invoice.**

# Add Billing Users

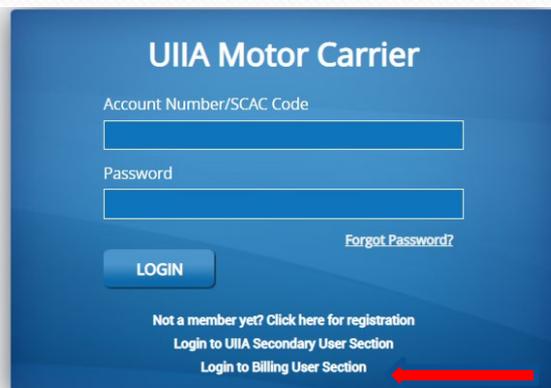
- Click on Add User and enter the fields shown and then click SAVE.

Manage Billing Users

User has been saved successfully.

ADD NEW	User Name	Password	Contact Suffix	First Name	Last Name	Title	Phone	Fax	Email
 	debbie	.....	Mr.	Debbie	Sasko	Accounting	3019823400	2533229985	dsasko@uiia.org

- Billing Users will login by going to the Main MC or EP Login page and selecting Login as Billing User. A billing user will need to login with SCAC, User Name and Password.



**UIIA Motor Carrier**

Account Number/SCAC Code

Password

[Forgot Password?](#)

**LOGIN**

Not a member yet? [Click here for registration](#)  
[Login to UIIA Secondary User Section](#)  
[Login to Billing User Section](#)



**Login to Billing User Section**

Account Number/SCAC Code

User Name

Password

[Forgot Password](#)

**LOGIN**

## Manage Payment Methods

- UIIA participants can use the “Manage Payment Method” to setup how they wish to remit payment of future UIIA annual invoices. The options available for payment are:
  - **Credit Card or Debit Card**
  - **ACH Payment** – authorizes IANA to debit a UIIA participant’s savings or checking account for the UIIA annual fee eliminating the need to send a physical check.
- Enter the payment method you prefer to use for future payments of the annual UIIA administrative service fee.
- UIIA participants can also enroll in Auto-Pay. **If the Auto-Pay option is selected, then each year at the time of the UIIA participant’s renewal, IANA will automatically process payment of the UIIA invoice using the preferred method of payment set-up by the UIIA participant.**

# Manage Payment Screen

1. Select “Manage Payment Methods” from the UIIA navigation bar.

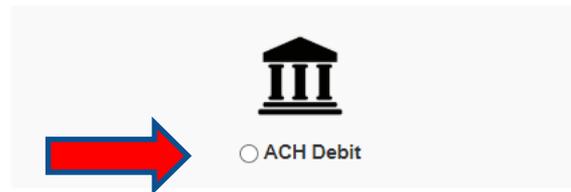
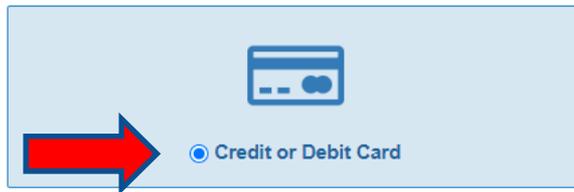


The screenshot shows the UIIA web interface. On the left is a blue navigation bar with the following menu items: Home, Motor Carrier, To Check your eligibility enter SCAC or name of EP (with a search box and 'Check' button), Manage Account Info, Add Other Contacts, Update EP List, Update IA Details, Manage Billing Users, UIIA Invoices, **Manage Payment Methods** (highlighted with a red arrow), Demographic Information, and Company Profile Information. The main content area is titled 'MC Home' and features a blue header for 'Sasko Intermodal Trucking' with contact information for John Smith: (301)982-3400, (253)322-9985, and email debbie.sasko@intermodal.org. Below this is a link for 'View All Equipment Providers' and a section for 'Approved Equipment Providers' with a 'Print' button. The table below lists the providers:

Code	Provider Name
SJKP	Sarjak Container Lines Pvt. Ltd.
UIIAXX	UIIAEP

## 2. Select the type of payment method – Credit Card/Debit Card or ACH Payment

### Add/Saved Payment Method



## Manage Payment Screen – Credit Card/Debit Card

3. If Credit or Debit Card selected then user will be asked to enter the following information:
  - a. **Billing Address**
  - b. **Credit Card Details**
  - c. **Auto-Pay Selection** –if user wants IANA to use this method of payment each year when their UIIA annual invoice is generated, check this box. If selected, then the preferred method of payment will be used each year automatically.

## Manage Payment Screen – Credit Card/Debit Card

**Billing Address**

<b>First Name *</b>	<b>Last Name *</b>		
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>		
<b>Address Line 1 *</b>	<b>Address Line 2</b>		
<input type="text" value="Address Line 1"/>	<input type="text" value="Address Line 2"/>		
<b>City *</b>	<b>State *</b>	<b>Zip Code *</b>	<b>Country *</b>
<input type="text" value="City"/>	<input type="text" value="Select"/>	<input type="text" value="Zip Code"/>	<input type="text" value="USA"/>

**Cards Details**

<b>Name On Card *</b>	<b>Card Number *</b>	
<input type="text" value="Name On Card"/>	<input type="text" value="4111 1111 1111 1111"/>	
<b>Expiration Date *</b>	<b>CVV *</b>	<b>Zip Code *</b>
<input type="text" value="MM/YYYY"/>	<input type="text" value="123"/>	<input type="text" value="11111"/>

**Set as default payment method**

**Enable Auto Pay**

Select Auto-Pay to have preferred method of payment used automatically to process payment of future UIIA invoices

**Note:** When you enroll in AutoPay, we will automatically debit the bank account, debit card, or credit card you've chosen every quarter for the total amount due for your UIIA quarterly invoices. When your invoice is generated, you will receive an email notification that includes your quarterly invoice, and confirms that your payment will automatically be paid using the payment method you previously selected. A paid receipt will be sent via e-mail if the AutoPay option is enabled once the payment has been made. Also, your payment method will be encrypted and securely stored in Braintree's Vault.

**Note:** Payment information will be encrypted and securely stored in Braintree's Vault, which is IANA's third-party billing vendor. All credit card information must be entered by the MC or EP online. UIIA staff will not be able to do this for you.

## Manage Payment Screen – ACH Payment

If ACH Payment is selected then user will be asked to provide the following information:

- Click on “**ADD NEW BANK**”.
- Enter the following information:
  - Billing Address
  - Bank Details – banking account number, routing number, type of account
- **Auto-Pay** – if user wants IANA to use this method of payment each year when their UIIA annual invoice is generated, check this box. If selected, then the preferred method of payment will be used each year automatically.

# Manage Payment Screen – ACH Payment

### Billing Address

Ownership Type \*  
 Personal  Business

First Name \*  Last Name \*

Address Line 1 \*  Address Line 2

City \*  State \*  Zip Code \*  Country \*

### Bank Details

Bank Account Number \*  Routing Number \*

Account Type \*

Set as default payment method

Enable Auto Pay

Select Auto-Pay to have preferred method of payment used automatically to process payment of future UIIA invoices

**Note:** Payment information will be encrypted and securely stored in Braintree’s Vault, which is IANA’s third-party billing vendor. All ACH information must be entered by the MC or EP online. UIIA staff will not be able to do this for you.

# UIIA Invoices Screen

Select “UIIA Invoices” from the UIIA navigation bar to access your company’s annual UIIA invoices.



The screenshot shows the UIIA Invoices screen for a Motor Carrier. The left navigation bar includes options like Home, Motor Carrier, Manage Account Info, Add Other Contacts, Update EP List, Update IA Details, Manage Billing Users, **UIIA Invoices** (highlighted with a red arrow), Manage Payment Methods, Demographic Information, and Company Profile Information. The main content area displays the company name 'Sasko Intermodal Trucking' and contact information for John Smith, including phone numbers (301)982-3400 and (253)322-9985, email address debbie.sasko@intermodal.org, and address 11 Lakeside Drive, Beltsville, MD 20705 USA. Below this, there is a link to 'View All Equipment Providers' and a section for 'Approved Equipment Providers' with a 'Print' button. The table below shows the following data:

Code	Company Name
SJKP	Sarjak Container Lines Pvt. Ltd.
UIIAXX	UIIAEP

**Clicking on UIIA Invoices – takes user to screen below showing open and past invoices: Click on Invoice Number to view the invoice.**

Payment Details						
Invoice No.	Invoice Date	Invoice Amount	Invoice Status	Paid Amount	Payment Date	Actions
303133	2020-01-12	735.00	OPEN	91.00	2020-05-04	<a href="#">Download Invoice</a> <a href="#">Pay Now</a>

[Close](#)

## Selections Available –

1. Download Invoice
2. Pay Now
3. Print Receipt – only available if the invoice has been paid.

# UIIA Invoices Screen – Pay Now Selection

When a user click on **PAY NOW** on an open invoice, if the user has not enrolled in AUTO PAY, then the Payment Method Screen will appear for the user to select how they wish to pay the invoice. Options are by Credit Card/Debit Card or ACH. User will select the payment method and then fill the applicable details depending on which payment method was selected.

**Payment Details**

Note: Click on Invoice Number to see details on an invoice.  
Invoices shaded in red signify written off adjustment has been made to account.

Invoice No.	Invoice Date	Invoice Amount	Invoice Status	Paid Amount	Payment Date	Actions
303133	2020-01-12	735.00	OPEN	91.00	2020-05-04	<a href="#">Download Invoice</a> <a href="#">\$ Pay Now</a>

[Close](#)



# UIIA Invoices Screen – Pay Now Selection

## Choose Payment Method

### Invoice Details

Invoice#: 303133  
Bill To: Sasko Intermodal Trucking  
Invoice Amount: \$344.00

Invoice Date: 01/12/2020  
Account#: MC323491  
Paid Amount: \$0.00



Credit or Debit Card



ACH Debit

### Bank Details



Ends in 9999  
Routing Number 88888888  
Account Type savings

Default



Add a New Bank

Enable Auto Pay

**Note:** When you enroll in AutoPay, we will automatically debit the bank account, debit card, or credit card you've chosen every quarter for the total amount due for your UIIA quarterly invoices. When your invoice is generated, you will receive an email notification that includes your quarterly invoice, and confirms that your payment will automatically be paid using the payment method you previously selected. A paid receipt will be sent via e-mail if the AutoPay option is enabled once the payment has been made. Also, your payment method will be encrypted and securely stored in Braintree's Vault.

**Note:** Once a payment method is saved on the account it will continue to show as the DEFAULT method of payment for the user's account unless changed. If User elects not to enroll in AUTO PAY, then they will be able to select the DEFAULT method to remit payment of their annual UIIA invoice, however they will need to log into their UIIA account to do so.